Setting up and Using Speed/Abbreviated and Fast dialing

There are two ways to set up speed dials on your Cisco phone. The first way is in conjunction with the Self Care Portal and then using your phone's Personal Directory for Personal Fast Dials. They are not related to each other and modifying your Speed Dials on the Self Care Portal will not modify the Personal Fast Dials on the phone.

Set up and Use Speed Dials (Abbreviated Dialing)

Set up speed-dial codes in the Self Care Portal
1. Sign into the Self Care Portal.
2. Click **Phone Settings** from the menu.
3. Click ▶ Speed Dial Numbers.
4. Click ⊕ Add New Speed Dial.
5. Provide required phone Number/URI, Label/Description, and Speed Dial code (1-199).
6. Click **OK**.
7. Repeat steps 4-6 above for any other speed-dials to add.
8. Click **Save**.

Remove a speed-dial code in the Self Care Portal
1. Sign into the Self Care Portal.
2. Click **Phone Settings** from the menu.
3. Click ▶ Speed Dial Numbers.
4. Locate the desired speed-dial to be removed.
5. Click the ✕ at the far right of that line/row.
6. Click **Yes**.
7. Repeat steps 4-6 above for any other speed-dials to remove.
8. Click **Save**.

Make a call with a speed-dial code
Method 1
1. Start a new call.
2. Press the Soft Button labeled **Abbr dial**.
3. Enter in speed-dial code set up previously and press **Abbr dial** again.

Method 2
1. Enter in speed-dial code set up previously.
2. Press the furthest right soft button labeled with a blue and black dot.
3. Press the Soft Button labeled **Abbr dial**.

Set up and Use Personal Fast Dials

Sign in and out of a Personal Directory

1. Press **Contacts** .
2. Select **Personal directory**.
3. Enter your user ID and PIN, and press **Submit**.
4. To sign out, select **Log out**, press **Select**, and then press **OK**.

Add a new Personal Fast Dial

1. Press **Contacts** .
2. Sign into your personal directory.
3. Select **Personal Fast Dials**.
4. Select the index number you wish the number to be stored and press **Assign**.
5. Enter the 10-digit phone number you want to set to that Fast Dial.
6. Press **Update**.
7. Press **Exit**.

Remove a Personal Fast Dial

1. Press **Contacts** .
2. Sign into your personal directory.
3. Select **Personal Fast Dials**.
4. Press the furthest right soft button labeled with a blue and black dot then press **Remove**.
5. Select the index from which the number is to be removed then press **Remove** again.
8. Press **Exit**.

Make a call using a Fast Dial

1. Press **Contacts** .
2. Sign into your personal directory.
3. Select **Personal Fast Dials**.
4. Scroll to and select the required Fast Dial and press **Call**.